

Civil Engineer

The role:

The purpose of the role is to coordinate and monitor construction activities for Projects being undertaken by the Capital Projects Group, under the overall control of the Project Manager; co-ordinate the daily activities between contractors and construction management for the various Projects being undertaken onsite.

Key tasks and responsibilities within the next 12 months:

- Coordinate functions during the development, approval, and execution phases of Capital Works
- Review construction drawings and specification set out by the designer.
- Ensure works under area of control have the appropriate QA/QC documentation (inspection test plans) in place prior to the work commencing.
- Maintain records of construction, including incidents, progress, delays, and the achievement of milestones.
- Assist with the development of a master schedule with interrelationships between projects.
- Communicate verbally and in writing clearly, concisely, and effectively with team and other personnel.
- Responsible for maintaining a utilization database, tracking invoice flow, developing work schedule, monitoring cost, or assisting in the development of project work breakdown structure and sequencing.
- Review contractor baseline schedules and verify contractor's monthly updated schedules for accuracy and contractor compliance.
- Ensure AFEs and Professional Service Agreements and/or Contracts and/or Purchase Orders are in place and up to date with the correct approvals in place prior to work being undertaken.
- Carry out and document field leadership safety interactions with work groups.
- Take all appropriate actions to remove and/or manage the hazards within Construction work areas.
- Ensure construction activities are being completed as indicated in the construction documents.
- Maintain daily records of works management, including incidents, progress, delays, and the achievement of milestones.
- Work closely with Project Engineers in terms of development

The successful candidate will have:

- Recent graduate or intern in Engineering or related discipline (e.g. Mining/Civil, Construction)
- Previous civil construction experience preferred.
- Willingness for development while working with other team members
- CAD or Vulcan experience preferred.
- Previous experience in DOT highway construction would be beneficial.
- Previous experience in water retention facilities would be beneficial
- Demonstrated project organizational skills, including report and cost writing experience.

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